

**MPR 6000.1**  
**REVISION C**

**EFFECTIVE DATE: August 19, 2020**  
**EXPIRATION DATE: August 19, 2025**

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# **MARSHALL PROCEDURAL REQUIREMENTS**

**AS01**

**TRANSPORTATION**

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		11/28/2012	This baseline is a consolidation of MWI 6000.1, MPR 6700.1, and MPR 6410.1. Upon approval of this directive, the above directives will be cancelled.
Change	1	5/6/2014	On 5/6/14, at the request of the OPRD, administrative changes were made to update MWI 6410.1 to MPR 6410.2, MWI 6430.1 to MPR 6430.1, and remove Service Request System (SRS).
Change	2	7/14/2014	On 7/14/14, at the request of the OPRD, administrative changes were made at 2.3, 2.3.1, 2.3.2, and 2.3.3.
Change	3	8/3/2015	On 8/3/15, at the request of the OPRD, administrative changes were made to replace all references to MSFC Form 1934, "Authorization to Use Pool Vehicle" with MSFC Form 494, "MSFC Vehicle Dispatch Log." MSFC Form 1934 was cancelled and the requirements of that form were rolled into the MSFC Form 494.
Revision	A	3/23/2016	Revisions were made to update the responsibilities associated with MSFC Vehicle and Motor Pool Operations, update the process in Chapter 2 for Vehicle and Motor Pool Operations, update explosives handling requirements per MWI 8715.10, add MSFC Form 4658, "MSFC Special Purpose Equipment (SPE) Dispatch Log," update Appendix D. Records, and made editorial revisions for clarity.
Revision	B	7/21/2017	Updated with Administrative Changes; section P.4 – Added MSFC Form 4689, Special Purpose Equipment (SPE) Justification Form to applicable Documents and Forms; section 1.1.3, MVFOO, added 1.1.3.3 "Prior to SPE Purchases, MSFC Form 4689, SPE Justification Form shall be completed and submitted to the Transportation Office;" updated Appendix D, Records to reflect changes to the NRRS effective 1/27/2017.
Revision	C	8/19/2020	Updated several sections of the MPR to reflect the current process. Added section 3.9, instructions when shipping DOT designated hazardous materials from a non-routine shipping point. Appendix B, Acronyms, changed Protective Services and Export Control Office (PSECO) to Export Control Office (ECO) to reflect the current organization structure. Section 1.3.2.2 updated the statement from "the MLSS contractor <u>submits</u> carrier performance data on behalf of the transportation officer" to read "the MLSS contractor <u>maintains</u> carrier performance data on behalf of the Transportation Officer". Updated Records section D.3.1 Carrier performance data is <u>maintained</u> by MLSS Contractor. Removed section 4.3 "The Logistics support contractor shall submit carrier performance data to the MSFC Transportation Officer annually, by October 31 <sup>st</sup> of each calendar year". Minor administrative (grammar and formatting changes).

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## PREFACE

### P.1 PURPOSE

To establish Center-specific requirements for implementing Agency-level transportation policy (NPD 6000.1) and Agency-level transportation requirements (NPR 6000.1 and NPR 6200.1).

*Note: The instructions for identifying, packaging, handling, and transportation of Program Critical Hardware (PCH) at MSFC can be found in MPR 6410.2.*

### P.2 APPLICABILITY

- a. This MPR applies to Center personnel, programs, projects, and activities including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. Chapters 1, 2, and 4 of this MPR apply to the Michoud Assembly Facility (MAF). Chapter 3 does not apply to MAF. MAF requirements for freight management can be found in AS60-OI-016.
- c. This MPR applies to the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.
- d. This MPR applies to the following: all document citations are assumed to be the latest version unless otherwise noted.

### P.3 AUTHORITY

- a. NPD 6000.1, Transportation Management
- b. NPR 6000.1, Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components
- c. NPR 6200.1, NASA Transportation and General Traffic Management

### P.4 APPLICABLE DOCUMENTS AND FORMS

- a. Powered Industrial Trucks, 29 CFR Part 1910.178(q)(7)
- b. Adverse Personnel Actions, 31 U.S.C. 1349
- c. Federal Travel Regulation, 41 CFR Part 300

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- d. NASA-STD-8719.9, Standard for Lifting Devices and Equipment
- e. NPR 9700.1, Travel
- f. NRRS 1441.1, NASA Records Retention Schedules
- g. MPR 2190.1, MSFC Export Control Program
- h. MPR 4000.2, Property Management
- i. MPR 6410.2, Identifying, Packaging, Handling, and Moving Program Critical Hardware
- j. MPR 8500.1, MSFC Environmental Engineering and Occupational Health Program
- k. MPR 9710.1, Travel Process
- l. MWI 3410.1, Personnel Certification Program
- m. MWI 8550.1, Waste Management
- n. MWI 8715.10, Explosives, Propellants, and Pyrotechnics Program
- o. AS60-OI-016, Procurement Traffic Management and Freight Traffic Actions at MAF
- p. DA Form 581, Request for Issue and Turn-In of Ammunition
- q. DD Form 1149, Requisition and Invoice/Shipping Document
- r. SF 91, Motor Vehicle Accident Report
- s. NASA Form 1759, Vehicle Justification
- t. MSFC Form 57, MSFC Shipping Document
- u. MSFC Form 494, MSFC Vehicle Dispatch Log
- v. MSFC Form 4182, Request for Shipment of Printed Matter
- w. MSFC Form 4258, Operator's Daily Report
- x. MSFC Form 4312, Export Clearance Information Sheet (ECIS)
- y. MSFC Form 4328, Mobile Crane Daily Inspection Checklist
- z. MSFC Form 4329, Aerial Lift Pre-Start Inspection Checklist

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aa. MSFC Form 4658, MSFC Special Purpose Equipment (SPE) Dispatch Log

bb. MSFC Form 4689, Special Purpose Equipment (SPE) Purchase Justification Form

## **P.5 MEASUREMENT/VERIFICATION**

Customer surveys are solicited for the services performed by the Logistics Services Offices.

## **P.6 CANCELLATION**

MPR 6000.1B, Transportation, dated July 21, 2017.

*Electronically approved by*

Jody Singer  
Director

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## CHAPTER 1. RESPONSIBILITIES

### 1.1 Responsibilities Associated with MSFC Vehicle and Motor Pool Operations:

#### 1.1.1 The Associate Director at MSFC and the Chief Operations Officer at MAF:

1.1.1.1 Review their respective vehicle review team's recommendations and implement the assignments, recall, or retention of MSFC/MAF vehicles.

#### 1.1.2 Directors/Managers of MSFC Directorates, Projects, and Staff Offices:

1.1.2.1 Designate a vehicle coordinator and alternate to act on their behalf in matters pertaining to vehicles.

1.1.2.2 Assure vehicles/ SPE assigned to their organization are appropriate for the job to be performed.

1.1.2.3 Assure vehicles/SPE are operated in a safe and non-abusive manner by licensed and certified (as required) users/operators.

1.1.2.4 Assure vehicles/SPE are utilized at a rate that justifies continued assignment of the vehicle.

#### 1.1.3 Motor Vehicle Fleet Operations Officer (MVFOO):

1.1.3.1 Analyze MSFC Form 494, MSFC Vehicle Dispatch Log data kept by the vehicle coordinators as needed.

*Note: Analysis of MSFC Form 494 consists of reviewing vehicle tag number, date/time of use, justification for use, and the driver's name and phone number.*

1.1.3.2 Maintain oversight into the vehicle/SPE assignments and maintenance.

1.1.3.3 Prior to SPE Purchases, MSFC Form 4689, Special Purchase Equipment Justification shall be completed and submitted by the requesting organization. The TO will verify the justification prior to approving the purchase.

1.1.3.4 Provide annual vehicle coordinator training.

1.1.3.5 Report suspected vehicle misuse/abuse to the Transportation Officer (TO).

#### 1.1.4 Annual General Purpose Vehicle Review Team:

1.1.4.1 Evaluate all new vehicle assignment requests.

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1.1.4.2 Analyze the Center utilization and distribution of available vehicular assets to include any reported suspicions of vehicle misuse/abuse.

1.1.4.3 Recommend action to the Associate Director at MSFC and Chief Operations Officer at MAF respectively on reassignment or turn-in of vehicles.

1.1.4.4 Review all Government-leased/owned vehicles for proper utilization.

### **1.1.5 Vehicle Coordinators:**

1.1.5.1 Serve as liaison between their organization and the MVFOO.

1.1.5.2 Coordinate the organization's submittal of NASA Form 1759, Vehicle Justification, for vehicles or as requested by the MVFOO.

1.1.5.3 Display the most up-to-date list of contractors authorized to use organizationally assigned GSA vehicles adjacent to the MSFC Form 494 logbook.

1.1.5.4 Maintain the completed MSFC Form 494 as a record of their organization's assigned vehicle(s) usage.

1.1.5.5 Provide a reference copy of the-completed MSFC Form 494 logbook to the MVFOO at the Annual Vehicle Coordinator meeting. At that time, the MVFOO will issue blank MSFC Form 494 and updated contractor authorization list to the coordinators.

1.1.5.5 Upon notification from the Motor Pool that their organization's assigned vehicles need maintenance or repair, ensure delivery and pickup from the Motor Pool.

1.1.5.6 Ensure vehicles being purchased, turned in, or transferred are processed through the MVFOO.

1.1.5.7 Coordinate use of organizationally assigned GSA vehicles as TDY vehicles with organizational management.

### **1.1.6 The Driver/Operator (user):**

1.1.6.1 Ensure that the vehicle and/or SPE are used for official Government business *only per 31 U.S.C. 1349(b)*, Adverse Personnel Actions

1.1.6.2 Operate vehicles and SPE in accordance with pertinent onsite safety considerations as well as local, state, and federal laws and regulations.

1.1.6.3 Possess a valid driver's license for usage of vehicle and/or certification (i.e., forklift, mobile crane, or aerial lift) for SPE in accordance with MWI 3410.1.



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1.1.6.4 Perform daily SPE inspections in accordance with 29 CFR Part 1910.178(q)(7) and NASA-STD-8719.9. For forklifts, use MSFC Form 4258, Operator's Daily Report, for aerial lifts, use MSFC Form 4329, Aerial Lift Pre-Start Inspection Checklist. For mobile cranes, use MSFC Form 4328, Mobile Crane Daily Inspection Checklist.

1.1.6.5 Inspect vehicles/SPE before and after use for damage and/or other defects and report malfunctions to the MSFC Motor Pool at (256)544-4461, (256) 544-4460, or (256) 544-4564 or at MAF, the MSFC MAF Motor Pool at (504) 257-4357 (HELP). After normal operating hours, for defects or malfunctions, contact MSFC Protective Services Office at (256) 544-HELP or at MAF, (504) 257-4357. If offsite, follow instructions provided in the glove box.

1.1.6.6 Keep the interior of the vehicles clean, monitor the general fluid levels of the vehicle, and notify the motor pool (see phone numbers above) if additional fluids or other servicing is needed.

1.1.6.7 Ensure that vehicle/SPE is locked after normal duty hours and the keys are removed while unattended.

## **1.2 Responsibilities Associated With Freight Management:**

### **1.2.1 Office of Procurement/Contracting Officers:**

1.2.1.1 Coordinate with the Transportation and Logistics Engineering Office to consider transportation factors when awarding and administering contracts for unique items to be transported.

### **1.2.2 Transportation and Logistics Engineering Office:**

1.2.2.1 Coordinate shipments of Government property with MSFC customers and outside providers.

### **1.2.3 MSFC Users:**

1.2.3.1 Coordinate shipments of Government property with the Transportation and Logistics Engineering Office.

1.2.3.2 Coordinate hand carries of Government property with the Property Management Office per MPR 4000.2. MSFC Form 57 shall be used.

## **1.3 Responsibilities Associated with Handling, Packaging, and Transportation:**

### **1.3.1 MSFC Users:**

1.3.1.1 Coordinate changes, deviations, or waivers from the requirements in NPR 6000.1 with the MSFCTO .

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### **1.3.2 Contractors Authorized to Ship Government Property from MSFC:**

1.3.2.1 Monitor class of shipment and coordinate procuring activities with the TO.

1.3.2.2 The MLSS contractor maintains carrier performance data on behalf of the TO. The TO shall review the performance data annually.

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## CHAPTER 2. MSFC Vehicle and Motor Pool Operations

2.1 For permanent vehicle assignment, the vehicle coordinator shall submit NASA Form 1759, to the MVFOO.

2.1.1 The MVFOO shall assess the current vehicle inventory and fill the request or make GSA orders as appropriate pending NASA Headquarters Transportation Office approval.

2.1.2 Annual General Purpose Vehicle Review Team shall assess the GSA vehicle assignments on an annual basis.

2.1.2.1 The General Purpose Vehicle Review Team is led by the Transportation Office and requests team members from several directorates within MSFC.

2.1.2.2 The General Purpose Vehicle Review Team supports the following functions: New vehicle assignment, vehicle utilization data, and suggest actions to the Associate Director at MSFC and the Chief Operations Officer at MAF.

2.1.3 All vehicle assignments shall be funded by the requesting organizations.

2.2 For use of organizational assigned GSA vehicles, user shall complete the entry in the MSFC Form 494 in blue or black ink.

2.2.1 Users shall refuel organizational assigned GSA vehicles as needed at the MSFC Fueling Station, Building 4611, and at MSFC MAF, Building 320.

2.3 To request assignment of loaner SPE from the MSFC Motor Pool, the user shall call (256) 544-4461 or and/or complete an entry in the MSFC Form 4658, MSFC SPE Dispatch Log.

2.3.1 User shall assure that SPE is returned in accordance with the estimated return date entered in the MSFC Form 4658, or make further arrangements with the MVFOO.

2.3.2 To request assignment of a loaner vehicle/SPE (30-day time period) from MAF Motor Pool, the vehicle coordinator shall call (504) 257-HELP.

2.4 Users shall reserve organizationally-assigned GSA vehicles from their vehicle coordinator for TDY use.

2.4.1 The vehicle coordinator shall coordinate MSFC's Government vehicles being used for TDY with their organizational manager in accordance with 41 CFR Part 301-10.200, NPR 9700.1, and MPR 9710.1.

2.4.2 Home to office travel is allowed when it is advantageous to the government such as when the driver's residence is on the way to a remote site visit. When this allowance is used, it shall be added to the travel orders.

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2.5 The MSFC Fuel Station located at Building 4611 and the MSFC MAF Fuel Station located at MSFC MAF Building 320 are self-service fueling stations equipped with an automated card/key reader. Fuel service is restricted to MSFC/MAF vehicles and authorized contractor vehicles and is only applicable to the individual vehicle assigned to the specific fuel card or key. Mobile fuel tanker service is available at MSFC for onsite fuel service for SPE or approved contractor SPE. Requests will be made by contacting the motor pool at 256-544-4461. Personnel shall not use cell phones and/or spark generating equipment while vehicle/SPE is being fueled.

2.5.1 To access this service at MSFC for contractor vehicles/SPE, the contractor provide the MVFOO the clause in their current contract authorizing the purchase of fuel from the Government prior to the MVFOO issuing a fuel key for use at the fuel station and/or prior to requesting mobile fuel tanker service.

2.6 When involved in a vehicle accident while driving a Government vehicle, the driver/operator shall:

2.6.1 Dial 911 for emergency assistance.

2.6.2 Follow instructions in the emergency crash packet provided in the glove box of the vehicle to include:

2.6.2.1 Complete the operator's portion of the SF 91, Motor Vehicle Accident Report. and forward to their supervisor to complete the supervisor's portion of the form within three days of the accident

2.6.2.2 Notify the MVFOO at 256-544-4565 or 256-544-4564 at MSFC, or at MAF, notify the MVFOO at 504-257-3439 and submit the SF 91 to them.

2.6.2.3 The MSFC MVFOO or MAF MVFOO, as appropriate, shall review SF 91 and if a privately-owned vehicle is involved, provide copies to QD01/Safety and Mission Assurance Directorate and LS01/Office of the Chief Counsel.

2.6.2.4 The MVFOO shall coordinate MSFC vehicle damage repairs.

2.6.2.5 AS50/Protective Services and Export Control Office (PSECO) shall investigate any vehicle accident on NASA property, complete a Report of Incident, and forward to the MVFOO.

2.6.2.6 QD01 and LS01 shall review any SF 91 involving privately owned vehicles and provide legal advice and/or direction if appropriate.

2.7 Annually, the Transportation Office, in conjunction with the contractor, will hold a vehicle review to validate type and quantity of all Government-owned and contractor-operated vehicles to ensure proper allocation and utilization of vehicles based on program requirements.

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2.8 On an as-needed basis, the Transportation Officer may request the Office of Procurement/Contracting Officer for contract related updates to the data contained in the list of contractors authorized to use organizationally assigned GSA vehicles.

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## CHAPTER 3. Freight Management

*Note: Shipments resulting from the hazardous waste disposal process are executed by EEOH in accordance with MPR 8500.1 and MWI 8550.1.*

3.1 MSFC users who have a requirement to ship Government property shall complete a MSFC Form 57, MSFC Shipping Document, with coordination through the Transportation and Logistics Engineering Office. Hand-carries do not require coordination through the Transportation and Logistics Engineering Office but do require coordination through the Property Management Office per MPR 4000.2.

3.2 MSFC users who have a requirement to ship or hand-carry Customer Supplied Product (CSP) shall follow requirements of MPR 4000.2.

3.3 MSFC users shall submit a MSFC Form 4182, Request for Shipment of Printed Matter, for books, journals, documents, magnetic tapes, and photographs to the Transportation and Logistics Engineering Office.

3.4 MSFC users shall submit a MSFC Form 4312, Export Clearance Information Sheet (ECIS) for export shipments in accordance with MPR 2190.1.

3.5 MSFC users shall provide the appropriate documentation concerning export control for Russian shipments to the receiving Russian organization and the NASA Moscow Liaison Office (including shipments made by the support contractors) at least two weeks prior to requested shipping date.

3.6 MSFC users shall provide documents and information (air bill, entry number, pro forma invoice, international agreement, contract, or other authority documents) needed by the MSFC Transportation Logistics Engineering Office to make U.S. Customs clearances for imports in accordance with the U.S. Customs regulations.

3.7 For explosives delivery, storage, or transportation on Redstone Arsenal, and shipment to another location, the user shall follow the procedures outlined in MWI 8715.10.

3.8 MSFC users shall follow instructions in NPR 6000.1 for classifying and packaging hazardous materials to be shipped.

3.8.1 MSFC users shall provide the SDS for each hazardous material to be shipped.

3.8.2 MSFC users shall follow the instructions in MWI 8550.5 when shipping a DOT-designated hazardous material from a non-designated shipping point. Any special shipments should be coordinated through MSFC central shipping.

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## CHAPTER 4. Handling, Packaging, and Transportation

4.1 Users shall request technical changes, deviations, or waivers from the requirements in NPR 6000.1 from the MSFC Transportation Officer (whose approval will be in writing), who then submits it for Center-level approval, prior to final approval from the Agency Transportation Manager, Mission Support Directorate.

4.1.1 The user shall provide detailed justification outlining the uniqueness associated with their request, the timeline that the deviation and/or waiver is needed, program and/or project office approval, contract number (if applicable), and a suspense date needed for implementation.

4.2 Contractors with authority to ship Government property from MSFC shall monitor each class of shipment and ensure necessary coordination with the Transportation Officer of the procuring activity, with carrier representatives, and with transportation officials at the destination to ensure that the following have taken place:

4.2.1 An inspection has been performed prior to shipment to include verification of compliance.

4.2.2 NASA Critical Space Item labels have been affixed to the shipping containers for Class I, II, and III items.

4.2.3 Shipment routing requests include special handling and monitoring instructions and provide necessary notification to en route transfer agents.

4.2.4 Advance shipping and handling information is provided to requisite en route parties.

4.2.5 Arrangements are made for escort or courier services as may be necessary.

4.2.6 Transportation, preservation, packaging, handling, and logistics plans included in contract are accomplished.

4.2.7 Class IV items are shipped via the most advantageous commercial transportation means considered to be in the best interest of the Government. Class IV items are items that are handled through normal commercial transportation.

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## **Appendix A. Definitions (Reserved)**



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## Appendix B Acronyms

AFS – Agency Filing Scheme

CBL – Commercial Bill of Lading

CSP – Customer Supplied Product

DA – Department of the Army

DD – Department of Defense

ECIS – Export Clearance Information Sheet

EEOH – Environmental Engineering and Occupational Health

GSA – General Services Administration

MAF – Michoud Assembly Facility

MLSS – Marshall Logistics Support Services Contract

MVFOO – Motor Vehicle Fleet Operations Officer

NRRS – NASA Records Retention Schedules

PCH – Program Critical Hardware

ECO – Export Control Office

SDS –Safety Data Sheet

SPE – Special Purpose Equipment

SF – Standard Form

TDY – Temporary Duty

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### **Appendix C (Reserved for Verification Matrix)**

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## Appendix D Records

D.1 Records pertaining to MSFC vehicle and motor pool operations:

D.1.1 MSFC Form 494, MSFC Vehicle Dispatch Log, retained by the vehicle coordinator for 3 years, then destroyed (NRRS 6/11/H).

D.1.2 NASA Form 1759, Vehicle Justification, retained by the MVFOO for 1 year, then destroyed (NRRS 6/11/N).

D.1.3 SF 91, Motor Vehicle Accident Report, retained by the MVFOO, then destroyed 6 years after case is closed (NRRS 6/11/D/2).

D.1.4 Minutes of the Annual General Purpose Vehicle Review Team and resulting letter to the Associate Director at MSFC and Chief Operations Officer at MAF regarding reassignment and turn-in of vehicles is retained by the MVFOO for three years, or until no longer needed for NASA business use, whichever is later then destroyed (NRRS 6/11/I).

D.1.5 Gasoline files are maintained by the MVFOO for three years, or until no longer needed for NASA business use, whichever is later then destroyed (NRRS 6/11/I).

D.1.6 Records concerning design, inspection and testing, and servicing for vehicles/SPE are maintained by MVFOO for the life of the equipment, destroy 1 year after equipment disposal (NRRS 8/56.5/A/1).

D.1.7 MSFC Form 4258, Operator's Daily Report, retained by the operator (employee) for 3 months or when no longer needed, whichever is later (NRRS 8/56.5/A/4).

D.1.8 MSFC Form 4328, Mobile Crane Daily Inspection Checklist, retained by the operator (employee) for 3 months or when no longer needed, whichever is later (NRRS 8/56.5/A/4).

D.1.9 MSFC Form 4329, Aerial Lift Pre-Start Inspection Checklist, retained by the operator (employee) for 3 months or when no longer needed, whichever is later (NRRS 8/56.5/A/4).

D.1.10 MSFC Form 4658, MSFC Special Purpose Equipment (SPE) Dispatch Log, retained by the MLSS contractor for 3 years, then destroyed (NRRS 6/11/H).

D.1.11 MSFC Form 4689, MSFC Special Purpose Equipment (SPE) Justification retained by MVFOO for 3 years or 3 years after superseded as appropriate NRRS 4/3 (4100)

D.2 Records pertaining to Freight Management:

D.2.1 For each shipment, the MLSS Shipping and Receiving Office at MSFC retains a complete shipping record which may contain some or all of the documents listed below for six years after final payment or cancellation, then destroyed (NRRS 6/2/B).

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D.2.1.1 DD Form 1149, Department of Defense Requisition and Invoice Shipping Document

D.2.1.2 Electronic Shipping Log of all Shipments

D.2.1.3 Safety Data Sheets

D.2.1.4 MSFC Form 57, Shipping Request

D.2.1.5 MSFC Form 4182, Request for Shipment of Printed Matter

D.2.1.6 CBL Documentation

D.2.1.7 Export Documentation

D.2.1.8 Import Documentation

D.2.2 MSFC retains a complete record for all shipments of hazardous/radioactive materials per NRRS 6/7 (AFS 6330). Retire records retention to the Federal Records Center when 3 years old; destroy when 13 years old.

D.3 Records pertaining to Handling, Packaging, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components:

D.3.1 Carrier performance data is maintained by MLSS Contractor.